



ERIE COUNTY PROMOTIONAL EXAM

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$20.00 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

MEDICAL CASE WORKER

NO. 71-562

DEPARTMENT OF SOCIAL SERVICES

\$35,287- \$46,378

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE DEPARTMENT OF SOCIAL SERVICES. There is one anticipated vacancy at the Department of Social Services. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 24 months immediately preceding the date of the written test in the position of Job Grade 7 or 8 plus the following open competitive qualifications on or before the date of the written test:

- Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of experience in social case work with a public or private social agency adhering to acceptable standards, one year of which must have been in the field of medical social work; or:
- Completion of two years of study at a regionally accredited or New York State registered two or four year college or university and four years of social case work experience with a public or private social agency adhering to acceptable standards, one year of which must have been in the field of medical social work; or:
- An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS:

- Section 424-a of the Social Services Law requires the local social services district to inquire whether the applicant is the subject of an indicated child abuse or maltreatment report on file with the State Central Register of Child Abuse and Maltreatment.
- Eligibility for a New York State driver license at the time of application. Possession of the license and use of a private automobile required at time of appointment.
- All potential employees for this position will be requested to sign the necessary clearance form prior to being advised that they will be hired. Refusal to sign will be cause for an automatic non-selection.

Notice to Candidates: Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

NOTES: 1. * Specialized training (Field Placement) in medical social work in an accredited school of social work may be substituted for the one year of specialized experience providing the field placement was for a minimum period of nine months. 2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements; 3. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at:
www.cs.ny.gov/testing/localtestguides.cfm

**VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)**

**NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.**

EXAMINATION DATE
APRIL 27, 2013

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY
MARCH 27, 2013

DUTIES: A **Medical Case Worker** performs medical social case work within the department and in conjunction with outside hospitals and agencies; interprets social factors in individual cases to physicians; utilizes community medical and health resources; assists in the determination of medical needs and maintains records in individual cases; answers questions regarding Medicaid and refers general public to appropriate departments; evaluates and interprets social and medical factors to determine the eligibility of the client for medically indicated services such as transportation, recipient restriction program; evaluates and interprets the social/medical factors relevant to employability and/or eligibility of the client for disability benefits; makes referrals for medical care; acts as liaison between social case staff and community groups and individuals in medical social matters; establishes and maintains effective working relationships with medical and allied professionals, and other agencies in the community; participates in developing medical social work policies and procedures by observing client needs and making recommendations at conferences; interprets medical social case work policies to staff and community.

SUBJECTS OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **HEALTH-RELATED CASEWORK:** These questions test for knowledge and understanding of social casework principles and practices in a health-related setting. Questions may cover such topics as symptoms and treatments of diseases and disabling conditions; psycho-social factors in disease, disability, and treatment; the role of the caseworker and health professional in treatment; helping clients access social supports and community resources; working with friends and families of clients; client advocacy; and ethical issues relating to client treatment.
2. **INTERVIEWING:** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.
3. **PREPARING WRITTEN MATERIAL:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **PRINCIPLES & PRACTICES OF SOCIAL CASEWORK:** These questions test for knowledge of the principles and practices used in social casework. Questions may cover such topics as symptoms and treatments associated with various mental, social, and physical illnesses and disabilities; client rights and confidentiality; referral techniques; maintaining client records; establishing and maintaining relationships with clients, families, co-workers, referral agencies, and the general public; and professional and ethical concerns in casework practice.

NOTICE TO CANDIDATES: Unless otherwise noted, candidates are permitted to use quiet, hand held, solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows:

Seniority: For each year of service in the classified service:
 Less than 1 year.....0 points
 1 year up to 6 years.....1 point
 Over 6 years up to 11 years.....2 points
 Over 11 years up to 16 years.....3 points
 Over 16 years up to 21 years.....4 points
 Over 21 years.....5 points

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than **two weeks** before the test date, so they can make arrangements for taking all tests at one test site. ****For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.**** The Cross-Filer Form is found online at: www2.erie.gov/employment/index.php?q=applications or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.